



**TEMPLE SINAI**  
— WASHINGTON DC —

## Philanthropy and Stewardship Officer Opportunity Guide

<https://templesinaidc.org>

*Temple Sinai will be a congregation whose members feel a binding sense of Jewish community; are building a strong foundation for the future; enjoy a personal connection with the temple and their clergy; are intellectually and spiritually engaged; and are inspired, stimulated and challenged by the Reform Jewish tradition.*



Temple Sinai, organized in 1951, has over 1,200 member-families and is one of the largest Reform Jewish congregations in the Washington, DC area.

The temple's mission statement and core values incorporate the primary reasons members belong to Temple Sinai – ritual observance, Jewish education, tikkun olam (repairing the world), belonging to a Jewish community and concern for Israel. Temple Sinai has a distinguished tradition in each of these areas, with a particular focus through the lens of Reform Judaism. The Temple Sinai community offers a great breadth of opportunities for participating in worship, social action, programs, and services for all ages, as well as a remarkable Religious School program with over 600 students and NAEYC-accredited Nursery School serving 150 children.

Today, Temple Sinai's dynamic programs include several annual events: an adult Purim celebration and family carnival, a Sisterhood author's roundtable,

a Cantor's Concert that features our cantor, and a diverse array of special guests. Also offered are annual study programs with Rabbis, guest speakers and teachers. Temple Sinai has an active and engaged Board, as well as other lay volunteers who participate and lead programs and affiliate committees, all providing member engagement.

Currently the Development program consists of a full-time Development Coordinator and a lay-led development committee. A variety of activities including the current capital campaign, annual fund, memorial contributions, High Holy Day contributions, other interest area donors, and the Rimonin Society for legacy gifts are active. In 2018, Temple Sinai partnered with KEES to complete a staffing assessment of the Development team. As one result of this assessment, the department structure has been expanded to add the newly created role of Philanthropy and Stewardship Officer.

# The Opportunity: Philanthropy and Stewardship Officer



The Philanthropy and Stewardship Officer is a newly formed staff position focused on managing individual and family philanthropy, leveraging momentum from the soon to be completed capital campaign. The Philanthropy and Stewardship Officer will manage philanthropic programs in order to ensure that Temple Sinai is empowering members to fully connect their personal philanthropy with the congregation. Of key importance in 2019/2020, the Philanthropy and Stewardship Officer will support campaign closing steps as well as ensure transition plans are in place for all major supporters and donor groups. The position reports to Ellen Agler, Executive Director. The role will provide mentorship and leadership alongside staff and volunteers, in all aspects of philanthropy, but will not supervise other staff.

## The Campaign

Launched in 2018, the *Honor our Heritage, Build our Future* campaign raised \$6 Million in the quiet phase, went public in March 2019, and is now over \$9 Million of the \$10 Million goal. Pacesetting work has been led by a committee of lay board member volunteers, with significant support from Senior Rabbi Jonathan Roos, the clergy team, and the Executive Director. In the Fall of 2019, the campaign leadership is working to amplify a \$500,000 Matching Gift that should bring the amount needed to close the campaign to less than \$500,000. Construction groundbreaking will occur in Spring 2020 with expected completion in 2021. Many public-phase activities have yet to occur, and donor-focused plans will be developed to ensure a smooth transition toward regular and expanded member support.

# Performance Objectives

## Donor Relations and Fundraising Management

- Support the Development Committee in their annual planning and work, ensuring the temple has an integrated fundraising approach with achievable targets in annual, special and legacy giving.
- Prospect for donors using the database, wealth screening, recommendations from stakeholders and other means to identify and qualify donors for cultivation, solicitation and stewardship opportunities.
- Work, as appropriate, with donor leadership volunteers to secure visits with those in their peer networks who are assigned.
- Assist with support to board members, other volunteers and staff who participate in donor meetings, including preparing briefs for staff on purpose of visit and background on donor.
- Work closely with the Senior Rabbi to ensure all relationships and communications are managed on his behalf.
- Develop and maintain donor relationships as appropriate, with a personal portfolio of at least 50 donors on an ongoing basis.
- Support communications and outreach efforts of the Membership Engagement Coordinator, who is the primary contact for the Rimonim Society (legacy giving).
- Ensure excellent stewardship is provided to donors through accessibility to staff and leadership (as granted), timely responsiveness, quality in all interactions and personalized communications.
- Complete all donor follow-up communication, including updates, thank you notes, and gift agreements.



# Performance Objectives

## External and Community Outreach

- Serve as an articulate, passionate and visible representative of the synagogue.
- Maintain active membership and a strong presence in professional organizations, community groups, and other spaces relevant to the work of Temple Sinai and its mission. (Note: membership is not required at Temple Sinai, but regular involvement is encouraged.)
- Provide a best practice approach to Temple Sinai's efforts to effectively communicate the mission, goals and accomplishments to donors, prospective donors and the broader community.
- Participate in Temple Sinai community events, including services, program activities, and other large community-wide programs.

## Campaign Support

- Provide support to all parties involved in campaign activities, included but not limited to: Clergy leadership, lay leadership, campaign committee members and other volunteers.
- Provide reporting as needed with regard to the Campaign.
- Develop transition strategies for top campaign donors (individually and in groups) to ensure consistent communication during construction and migration toward enhanced annual support, major giving, and overall engagement in the congregation.
- Collaborate with Development Coordinator and Temple finance office to ensure records are in alignment and accurate.



# The Qualified Candidate

Temple Sinai seeks a dynamic and entrepreneurial professional with a minimum of five years of relationship-oriented or development experience as its first-ever **Philanthropy and Stewardship Officer**. Core skills are needed in developing and broadening relationships with individuals and groups, preferably in individual philanthropy, donor engagement, and/or major gifts fundraising. Experience serving a faith-based organization (or being an active member of one) and a strong working knowledge of the Jewish and Washington DC philanthropic communities are preferred. It is imperative that the person who assumes this important role fully embrace, support and reflect well on Temple Sinai's mission and values through one's professional responsibilities and behavior at all times.

**Flexibility can be offered in schedule and hours (25 – 40 hours per week).**

## Specific Requirements Include:

- A minimum of 5 years in a relationship-focused role, preferably in the areas of individual philanthropy and major gift fundraising or equivalent experience in a relationship-development role.
- Proven ability to build strong internal relationships with a variety of Clergy leadership, lay leadership and other volunteers.
- Prowess in problem-solving, strategic and creative thinking, plus taking initiative with consistent and good follow-through.
- Great comfort level with direct donor interaction is a must, including discussion of personal and family finances, faith, and asking for and closing major financial commitments.
- Experience working independently in a fast-paced environment, with fluency in managing multiple projects and competing priorities with professionalism.
- Driven to make a difference, goal-oriented with a proven ability to achieve or exceed goals and meet deadlines.
- Superior written and verbal communication skills, including composing correspondence, creating publicity materials and incorporating graphic design.
- Strong analytic and strategic-thinking skills, with demonstrated ability to create, implement, and monitor complex plans and translate those plans into goals and concrete strategies.
- Strong skills in data management, Microsoft office programs and membership database programs.
- Career track record that shows stability with an organization and capacity to develop and nurture relationships culminating in overall success.
- Bachelor's degree required.

# How To Apply

This position offers a competitive salary with strong benefits. **Flexibility can be offered in schedule and hours (25 – 40 hours per week). All inquiries will be held in strict confidence.**

Temple Sinai is an equal opportunity employer and does not discriminate on the basis of race, color, gender, gender identity, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.

**Candidates may apply by clicking the APPLY NOW button below.**

**APPLY NOW**

**To assure confidential tracking of all applicants, no applications will be accepted via email.**

This search is being managed by Heather Eddy, President and CEO, and Octavia Daniels, Project Manager of KEES. Questions may be addressed to [odaniels@kees2success.com](mailto:odaniels@kees2success.com).

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